

Finance and Systems Director: The Kalamazoo Civic Theatre, one of the largest community theatres in the nation, seeks a highly motivated, innovative individual to join our professional staff in this full-time, salaried position. A generous benefits package is offered including life, health, dental and vision insurance and paid time off.

Job responsibilities: The Finance and Systems Director will evaluate, guide and administer the Finance, Business, Facility and IT systems in a dynamic and creative environment. Duties include preparing budgets, financial reports, monitoring and anticipating cash flow needs, assisting in the administration of capital projects, overseeing the information technology systems such as the servers and workstations, recommending and budgeting business and facility services such as utilities and copiers, and taking an active role in the leadership and development of the business side of the organization.

Requirements: We are looking for a well-rounded finance and systems professional that possesses a Bachelor's degree or higher in Finance, Business, Theatre or a related area. The candidate chosen will possess the drive and vision to evaluate and develop strategies for effective finance management, as well the interpersonal skills necessary to develop lasting business relationships with staff and vendors. In addition to excellent accounting, written, and verbal skills, the ideal candidate will also have prior experience in database management, online technology, contract negotiation, and supervising contracted service providers. Working closely with marketing, development, and administrative positions, the Finance and Systems Director must be a creative, collaborative team member. Finalists will be asked to submit to reference and background checks.

To apply: Submit cover letter, resume, and salary history to Kristen Chesak, Managing Director, Kalamazoo Civic Theatre, 329 South Park Street, Kalamazoo MI 49007. Or by email: lmcleod@kazoocivic.com. Please use 'Finance and Systems Director Position Application' in subject heading of all email correspondence. For more information visit www.kazoocivic.com.

Posted until filled.